



CITY OF ATLANTA

Job Announcement

ACCOUNTANT, SENIOR

STARTING SALARY: \$41,822

Salary Grade: 21

Applications Accepted From: February 14, 2005 until February 25, 2005

Minimum Job Requirements*

Persons applying must have graduated from an accredited college or university with a bachelor's degree in accounting business administration, finance or a related field and must have three years of professional accounting experience; OR must have a master's degree in accounting, business administration, finance or a related field and two years of professional accounting experience or possess an equivalent combination of education and experience.

Duties of the Job:

This employee performs professional accounting work of average difficulty; participates in general accounting on accounts payable, accounts receivable, audit, payroll, employee benefits and other accounting functions; coordinates and conducts audits; evaluates financial records, physical inventories, and petty cash accounts; accumulates economic data; forecasts cash-flow; prepares formal reports and financial statements; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIRMENTS WILL BE REFERRED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION. THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF TRAINING AND EXPERIENCE.

This position requires the successful completion of a background check

*Verification required prior to appointment